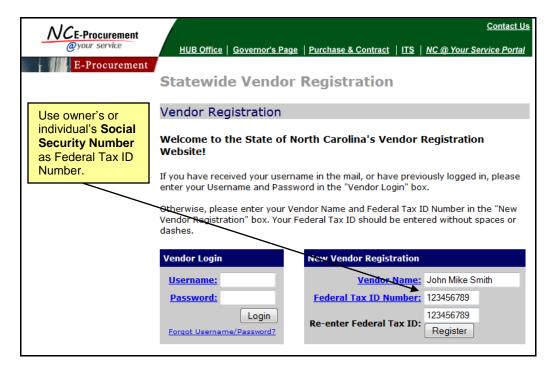


Registering with NC E-Procurement - Individuals/Sole Proprietors

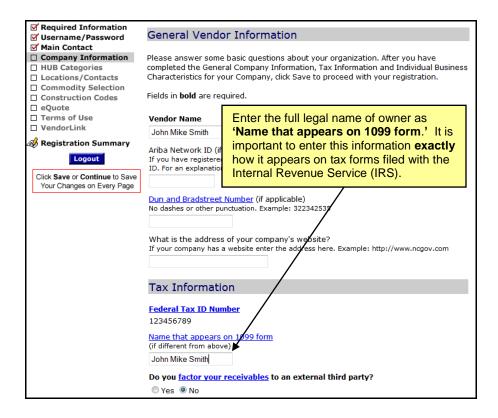
Both businesses and individuals can register to do business with the State of North Carolina by entering an electronic registration form at https://vendor.ncgov.com. This guide will assist individuals and sole proprietorships who register with a Social Security Number. It will explain how to enter specific information that would be different from a corporation or other company that would not register with a Social Security Number. Please note that this is a supplemental aid for registration, and the full Guide to Vendor Registration may be found on the NC E-Procurement web site by accessing the following link: http://eprocurement.nc.gov/Documents/A Guide to Vendor Registration.pdf.

- 1. When starting a new Vendor Registration, the 'Vendor Name' should be entered as the company's name (if a sole proprietorship) or the individual's name.
- The individual's or owner's Social Security Number should be entered into the 'Federal Tax ID Number' field.



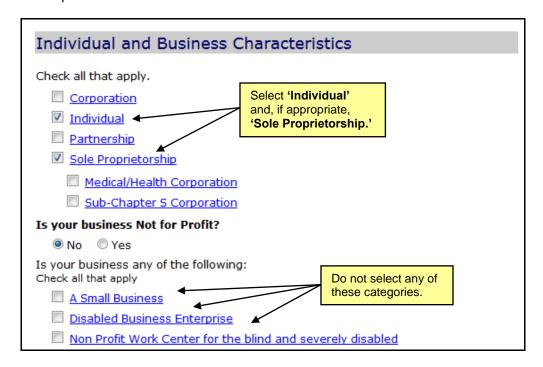


3. On the 'Company Information' page, sole proprietorships should enter the full legal name of the owner (as it would appear on tax forms filed with the IRS) into the 'Name that appears on 1099 form' form field. Individuals may leave this field blank as long as their full legal name has been entered in the 'Vendor Name' field.





4. Under the 'Individual and Business Characteristics' section of the 'Company Information' page, check the box next to 'Individual' and, if appropriate, also check the box next to 'Sole Proprietorship.' Please DO NOT check the boxes next to small business, disabled business, and non-profit work center.



Note: 'Individual' MUST be selected when registering with a Social Security Number. 'Sole Proprietorship' should also be selected when registering a business with a Social Security Number, as noted below. If 'Sole Proprietorship' is selected, 'Individual' MUST also be selected.

Please refer to the below table for guidance when registering as an individual, sole proprietorship, or small business:

If you are a(n):	Register with:	'Vendor Name'	'Name that appears on 1099 form'	Check 'Individual'	Check 'Sole Proprietorship'	Check 'Small Business'	'Location Name'
Individual	Social Security Number	Individual's Full Legal Name	LEAVE BLANK	YES	NO	NO	Town or City of Residence
Sole Proprietorship	Social Security Number	Company's Name	Owner's Full Legal Name	YES	YES	NO	Owner's Full Legal Name
Small Business	Federal Tax ID Number	Company's Name	LEAVE BLANK	NO	NO	YES	Store Number, Division Name, Office Location, etc.



Frequently Asked Questions

Who would register as an individual?

Individuals are those who do business, or who are being paid by a State of North Carolina entity, under their own legal name. Please refer to the table on the previous page for guidance when registering as an individual.

Who would register as a sole proprietorship?

A sole proprietorship is an unincorporated business that is owned by one individual. It is the simplest form of business organization to start and maintain. The business has no existence apart from you, the owner. Its liabilities are your personal liabilities and you undertake the risks of the business for all assets owned, whether used in the business or personally owned. You would register as an individual if you are a sole proprietor who does business under your own legal name, instead of a company name. Please refer to the above table for guidance when registering as a sole proprietorship.

As a sole proprietorship, should I register as a small business?

A small business is not the same as a sole proprietorship. A small business will not register with a Social Security Number. Rather, it will be registered with a federal tax ID number, also known as a Federal Employer Identification Number (FEIN). Therefore, when registering as a sole proprietorship with a Social Security Number, please do not select the **'Small Business'** check box. Please refer to the table on the previous page for guidance when registering as a small business.

What is the name on my 1099 form?

For individuals and sole proprietors, the name that appears on the 1099 form is the full legal name of the owner of the company as it appears on tax forms filed with the Internal Revenue Service (IRS).

What number can I call if I need help with my registration?

Please contact the Help Desk at 888-211-7440, option 2 for more information or if you need help completing your registration. Agents are available Monday through Friday, 7:30 a.m. – 5:00 p.m. EST.